



# CITY OF BLOOMINGTON COMMON COUNCIL

AGENDA AND NOTICE:  
SPECIAL COMMITTEE ON COUNCIL PROCESSES  
THURSDAY | 7:00 PM  
09 November 2023

*McCloskey Conference Room (#135), Showers Building, 401 N. Morton Street  
The public may also access the meeting at the following link:*

<https://bloomington.zoom.us/j/81240275701?pwd=fl5tDNdRbARpsiVKbhoryZZE39f8ft.1>

**Chair: Matt Flaherty**

- I. Agenda summation
- II. Topics for discussion (the Chair or the Committee may invite public comment as discussion progresses)
  - a. Discussion with Mayor's Office and Legal Department re: recommendations from the City of Bloomington Organizational Assessment – Boards and Commissions (Novak Consulting Group Report)
    - i. Development of a formal onboarding program for new board and commission members
    - ii. Requirement for a brief annual report from boards and commissions to the Mayor and City Council
  - b. Discussion of Committee's Draft Scope of Work
- III. Public comment (if any); maximum of 20 minutes or as time allows
- IV. Next steps and upcoming schedule
- V. Adjournment



# Boards and Commissions Annual Report Form

---

**Date:**

**Board/Commission Name:**

**Chair:**

**Chair Phone and E-Mail:**

**Current Members:**

- 
- 
- 
- 
- 
- 
- 
- 
- 
- 

**Staff Liaison and Title:**

---

**Purpose Statement:**

*What is the overarching mission of this Board/Commission? (75 words or less)*

---

---

**Major Activities:**

*Please summarize major projects/efforts/actions undertaken during the previous 12 months. (500 words or less)*

- 
- 
- 
- 
- 

---

**Future Plans:**

*Please summarize major projects/efforts planned for the next 12 months. (500 words or less)*

- 
- 
- 
- 
- 

---

**Optional - Additional Comments:**

*Please summarize any particular successes, challenges, or opportunities encountered by the Board/Commission in its work. (500 words or less)*

Novak Report: Recommendation #5 - Require a brief annual report to the Mayor and City Council to ensure the work aligns with the City goals.

Rationale from report - need consistency; boards/commissions generally serve at the behest of Mayor/Council and were created to provide public input and research on city actions/initiatives; Mayor/Council should understand how boards spend their time and should have a mechanism to review activities; city should ensure that boards are an effective use of city resources and that the activities of boards align with city goals.

Board/Commission	Should annual report be required? (Council staff suggestion)	Is an annual report currently required?
Animal Control Commission	Yes	No - BMC 2.12.010(4)(c) - Make recommendations to the mayor of the city as to necessary ordinances concerning the care, treatment and control of animals.
Bicycle and Pedestrian Safety Commission	Yes	No - BMC 2.12.080(6)(B) - To prepare reports and recommendations to the mayor, common council, plan commission and planning and transportation department as needed, concerning the needs of cyclists, pedestrians and runners within the city
Bloomington Arts Commission	Yes	No - BMC 2.12.020(f)(3) - Inform the common council, city administration, and city boards and commissions on current arts issues, and offer policy recommendations and advice
Bloomington Digital Underground Advisory Committee	No	No - Res 03-28 sets forth policies governing the BDU. Those policies state that the BPW manages the city's fiber optic assets. The policies also create an advisory committee to provide advice and recommendations on the usage, price, and management of the city's fiber optic assets.
Bloomington/Monroe County Human Rights Commission	Yes	No - The Bloomington/Monroe County Human Rights Commission may collect data and issue reports on the incidence of hate crimes in its jurisdiction. Hate crimes include verbal or physical abuse directed at individuals or groups because of their religion, race, color, sex, national origin, ancestry, disability, sexual orientation, gender identity, housing status, or status as a veteran.
Board of Park Commissioners	No	No - activities defined in state statute; note that an Annual Parks & Rec Report has been prepared each year.
Board of Public Safety	No	No - activities defined in state statute; note that an Annual State of Public Safety Report has been prepared each year.  The board of public safety controls and oversees the police and fire department of the city pursuant to statute, and has the authority to allow and approve claims. All appointed by executive.
Board of Public Works	No	No - activities defined in state statute and local code.
Board of Zoning Appeals	No	No - activities defined in state statute; required if advisory plan commission established.

Capital Improvement Board (CIB)	No	No - created by County Commissioners
Cascades Golf Course Advisory Council	No	No - under Board of Park Commissioners
CDBG Funding Citizens Advisory Committee	No	No - makes annual recommendations pursuant to HUD CDBG process
Citizens' Redistricting Advisory Commission	No	No - set up for redistricting required under state statute; not active outside of redistricting process
City of Bloomington Capital Improvement (CBCI)	Yes - through budget process?	Yes - Bylaws provide: In addition to any other required reporting, the corporation shall report annually on its activities to the Council in connection with budget approval, and a copy of its report shall be provided to the public via the corporation's website. The corporation's report shall itemize any complaints about its process and address any concerns raised regarding compliance with provisions of these bylaws protecting the transparency of the corporation's meetings and records. The corporation's financial accounts shall be audited annually by a qualified and independent auditor selected by the board of directors. Audit results shall be reported at a public session of the Council and provided to the public via the corporation's website.
Commission on Aging	Yes	Yes - BMC 2.23.090(g) - Reporting Requirement. The commission shall submit identical written reports to the mayor and the common council office by the end of December of each year describing the activities of the commission in the previous calendar year as well as future plans. Any issues or concerns regarding the commission itself, its organization or its purpose also shall be addressed in this report.
Commission on Hispanic and Latino Affairs	Yes	Yes - BMC 2.23.080(6) - Reporting Requirement. The commission shall submit identical written reports to the mayor and the common council office by the end of February of each year describing the activities of the commission in the previous calendar year as well as future plans. Any issues or concerns regarding the commission itself, its organizations or its purpose shall also be addressed in this report.
Commission on Sustainability	Yes	Yes - BMC 2.12.100(8)(D) (Powers and Duties) - To provide, in cooperation with other city boards and commissions, an annual "sustainability assessment" based on said indicators. The assessment shall be included in an annual report and provided to the common council, mayor and the public;
Commission on the Status of Black Males	Yes	Yes - BMC 2.23.070(6) - Reporting Requirement. The commission shall submit identical written reports to the mayor and the common council office by the end of February of each year describing the activities of the commission in the previous calendar year as well as future plans. Any issues or concerns regarding the commission itself, its organization or its purpose shall also be addressed in this report.
Commission on the Status of Children & Youth	Yes	Yes - BMC 2.23.050(5)(f) - (Duties) To report in writing on its activities to the common council and the mayor annually.
Commission on the Status of Women	Yes	Yes - BMC 2.23.060(5)(d) (Powers and Authority) - To report in writing on its activities to the common council and the mayor quarterly

Community Advisory on Public Safety Commission	Yes	Yes - BMC 2.12.120(i)(2)(F) - Provide an annual report of its activities to the common council, mayor and the public.
Council for Community Accessibility	No	No - open membership, volunteer group
Dispatch Policy Board	No	No - joint board with duties established via interlocal agreement between city and county (last adopted via Res 18-03)
Dr. Martin Luther King Jr. Birthday Commission	Yes	No - BMC 2.12.090 does not mention reporting - Powers and Duties. To promote and celebrate Martin Luther King, Jr.'s birthday and the acceptance of diversity in our community. In the pursuit of these purposes the commission may appoint additional volunteers and commission associates.
Economic Development Commission	Yes	Yes - IC 36-7-12-36 Commissions; annual reports Sec. 36. (a) Each commission shall file a report, within thirty (30) days after its initial meeting and on each subsequent January 31, with the fiscal body that it serves.  (b) A report under subsection (a) must contain: (1) information on the operations, activities, and financial expenditures of the commission during the preceding calendar year; and (2) any other information required by the fiscal body that the commission serves.
Environmental Commission	Yes	No - BMC 2.12.050(6)(n) - powers and duties include - To prepare reports and recommendations to the mayor, common council, board of public works, and the planning commission as needed. Note that the EC has generally provided an annual report to the Council.
Environmental Resources Advisory Council	No	No - under Board of Park Commissioners
Farmers' Market Advisory Council	No	No - under Board of Park Commissioners
Firefighters Pension Board	No	No - activities & duties set by state law
Hearing Officer	No	No - part of planning process - individual staff member appointed by Plan Commission
Historic Preservation Commission	No	No - activities set by state law - reports as needed on potential historic districts
Hospital Re-Use Steering Committee	No	No - time-limited body
Housing Authority Board	Yes - through budget process?	Yes - IC 36-7-18-36 Reports Sec. 36. At least once a year, a housing authority shall file with the clerk of the fiscal body a report of its activities for the preceding year, and shall make recommendations for any additional legislation or other action it considers necessary to carry out the purposes of this chapter. The authority shall make a copy of this report available for inspection by the public at the office of the authority.
Housing Quality Appeals Board	No	No - activities don't change - hears appeals from Title 16 enforcement actions

Monroe County Domestic Violence Coalition	No	No - open to membership for service providers, representatives from local communities of faith, and other organizations concerned with the elimination of domestic violence in the community. Mission: The Monroe County Domestic Violence Coalition is committed to improving the response to domestic violence issues through communication and coordination of services. Major projects of the Task Force include an annual Domestic Violence Awareness Conference held in November and the implementation and monitoring of an audit of our community's response to domestic violence.
MPO Citizens Advisory Committee	No	No - Responsibilities spelled out in a Memorandum of Agreement between the Bloomington/Monroe County MPO, INDOT, and BT
MPO Policy Committee	No	No - Responsibilities spelled out in a Memorandum of Agreement between the Bloomington/Monroe County MPO, INDOT, and BT
MPO Technical Advisory Committee	No	No - Responsibilities spelled out in a Memorandum of Agreement between the Bloomington/Monroe County MPO, INDOT, and BT
Parking Commission	Yes	Yes - BMC 2.12.110(e) - Submitting an annual report of its activities and programs to the mayor and council by October of each year;
Plan Commission	No	No - Activities/authority set by state statute; reports as called for by state law on petitions that require CCL approval
Plat Committee	No	No - under the Plan Commission
Police Pension Board	No	No - activities & duties set by state law
Public Transportation Corporation Board of Directors	No	No - separate corporation with powers/duties set out in state law; budget approved by Council
Redevelopment Commission	Yes	Yes - IC 36-7-14-13 Annual reports; contents; subject to laws of general nature Sec. 13. (a) Not later than April 15 of each year, the redevelopment commissioners or their designees shall file with the unit's executive and fiscal body a report setting out their activities during the preceding calendar year.
Traffic Commission	Yes	No - BMC 2.12.070 does not mention reporting
Tree Commission	No	No - Under Board of Park Commissioners
Urban Enterprise Association	No	No - Powers and duties set out in state law
Utilities Service Board	No	No - Powers and duties set out in state law



# Committee on Council Processes

## Scope of Work – DRAFT

### 1.0 Oversight Roles

**Goal:** Designate specific roles (existing or new) within the Administration and in the Office of the Clerk that will provide overall coordination for all recruiting, onboarding, and administrative activities associated with boards and commissions. Develop position descriptions accordingly.

#### 1.1 Office of the City Clerk

- Maintain lists of B&C members in Onboard
- Coordinate application and interview processes, including between Mayor's office and Council Office
- Communicate with Administration and Council about vacancies and appointments
- Coordinate general training for B&C members (onboarding and ongoing)
- House template for bylaws on website
- Facilitate communication between B&Cs (upon request)
- Facilitate communication between B&Cs and the Administration and Council Office (including annual reporting)
- Annual recognition event for B&C members
- Ensure consistency and accountability in administration of B&Cs (e.g., posting agendas, meeting materials, minutes, video recordings (if any), and other materials in a consistent manner)

#### 1.2 City Administration

Director of Public Engagement in OOTM

### 2.0 Onboarding Process/Resources + Ongoing Support – Board/Commission Members

**Goal:** Plan and oversee the development of onboarding/training resources (print materials, webinars, and/or video modules) for new members. Identify needed resources for ongoing support.

#### 2.1 Orientation/Training Modules (Print/Video)

2.1.1 Welcome / Overview of City Administrative structure and roles of Administration and Council

2.1.2 Board & Commission Processes/Roberts Rules of Order/General bylaws



- 2.1.3 Code of conduct for B&C members
- 2.1.4 Open Door Law
- 2.1.5 Working With Your Staff Liaison
- 2.1.6 Working with other B&Cs
- 2.1.7 What tools B&Cs have to advance their mission (e.g., resolutions, draft ordinances for consideration, comment at public meetings, etc.)
- 2.1.8 Annual reporting (new, consistent process to be developed)
- 2.1.9 Setting agendas, meeting notices, and other timing issues

## **2.2 Ongoing Support**

- 2.2.1 Teambuilding (for B&C chairs, optional)
- 2.2.2 Training in gathering public input (running a town hall meeting, crafting a Google form, etc.)
- 2.2.3 Annual recognition event

## **3.0 Onboarding Process/Resources + Ongoing Support – Staff Liaisons**

**Goal:** Plan and oversee the development of onboarding/training resources (print materials, webinars, and/or video modules) for staff liaisons. Identify needed resources for ongoing support.

### **3.1 Orientation/Training Modules (Print/Video)**

- 3.1.1 Liaison Roles and Responsibilities
- 3.1.2 Board/Commission Processes/Roberts Rules of Order
- 3.1.3 Open Door Law (including application to formal committees or subgroups of B&Cs) and Access to Public Records Act
- 3.1.4 Working across boards and commissions/Collaborations
- 3.1.5 Your duties vs. what the City Clerk's B&C coordinator can do for you

### **3.2 Ongoing Support**

3.2.1 Annual staff liaison meeting to discuss best practices and share learning experiences

#### **4.0 Changes to Bloomington Municipal Code**

**Goal:** Identify and initiate changes to BMC to clarify and streamline the functioning of boards and commissions.

##### **4.1 Updates to Board and Commission Duties**

4.1.1 Update code for non-statutory boards and commissions in consultation with the board and commissions (already initiated)

4.1.2 Develop requirement of an annual report from most or all B&Cs in a consistent manner

4.1.3 Updates to actions that constitute removal for cause

##### **4.2 Updates to Board and Commission Administrative Processes**